



## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

### MEMORANDUM

SUBJECT: e-Manifest Requirements Gathering Meetings

FROM: Joe Wilson, Chief  
Information Collection and Analysis Branch  
Program Implementation and Information Division  
Office of Resource Conservation and Recovery  
United States Environmental Protection Agency

TO: Hazardous Waste Industry Community

I am writing to invite your organization's participation in the development of a national hazardous waste electronic manifest (e-Manifest) system. On October 5, 2012, President Obama signed into law the "Hazardous Waste Electronic Manifest Establishment Act" which authorizes the U. S. EPA to implement a national electronic manifest system. Commonly referred to as "e-Manifest", this national system is envisioned to be implemented by the EPA in partnership with industry and states. As you know, the e-Manifest system will be an alternative to the paper-based manifest system currently in use.

The U.S. EPA Office of Resource Conservation and Recovery is beginning a process to obtain e-Manifest system requirements from the users of the hazardous waste manifest program, including States and the regulated community. The U.S. EPA will be conducting a series of three face-to-face requirements gathering meetings, and invites your organization's participation. State users are also being invited.

The purpose of the face-to-face meetings will be to collect up-to-date requirements for e-Manifest's functionality and operations. Each meeting will be a day and a half. For travel planning purposes, note that for each meeting, the first day will last from 9 am to 5 pm and the second day will last from 9 am to 1 pm. Each meeting will be similar in agenda, providing multiple opportunities for your participation and thus it is only necessary for participants to attend one of the three meetings. The dates and locations are as follows:

- February 25-26, 2013      Arlington, Virginia  
EPA Headquarters  
One Potomac Yard  
2777 S. Crystal Drive  
Arlington, VA 22202
- March 14-15, 2013      Chicago, Illinois  
EPA Region 5

Ralph Metcalfe Federal Building  
77 West Jackson Blvd  
Chicago, IL 60604-3590

- March 21-22, 2013      Denver, Colorado  
EPA Region 8  
1595 Wynkoop Street  
Denver, CO 80202-1129

Attendees to these requirements gathering meetings should include technical staff that manage or work directly with manifest data and processes as well as staff that have specialized understanding of the manifest program and business process. This may include for example, technical and IT staff that manage shipment and manifest tracking capabilities, or practitioners who regularly engage in the manifest process. Other potentially interested parties may include but are not limited to: IT staff personnel supporting hazardous waste generators, hazardous waste treatment, storage and disposal facilities (TSDFs), and hazardous waste transporters for their respective companies; non-governmental organizations; and trade associations dealing with hazardous waste transportation issues. People with specific technical expertise, such as computer system specialists, information officers, IT managers and others are encouraged to attend.

High level topic areas for which requirements will be discussed at the meetings include but are not limited to:

- e-Manifest workflow, including mobile field component and handler submission;
- e-Manifest business rule processing;
- Electronic signature (e-signature) and CROMERR conformance;
- Paper manifest processing;
- Data access and reporting;
- State data consumption and interaction;
- Data QA; and
- User administration and security

The exact format and agenda for the meetings is still being determined, however, all up to date information, including meeting logistics will be available on our website:

<http://www.epa.gov/osw/hazard/transportation/manifest/e-man.htm>

Again, please note for travel planning purposes, for each meeting, the first day will last from 9 am to 5 pm and the second day will last from 9 am to 1 pm. Please note that all attendees must register to attend and will be provided with meeting materials ahead of time. Visit the website above for information on how to register.

EPA is also planning on holding additional webinars in order to discuss specific topics as needed, and to reach folks who aren't able to attend the face-to-face meetings. Webinar participation is not envisioned for the three face-to-face meetings. EPA will update the website with more information regarding the webinars.

If you have questions, please feel free to contact Kristen Gunthardt via email at [gunthardt.kristen@epa.gov](mailto:gunthardt.kristen@epa.gov).

Attachment

CC: Sonya Sassevillle, Director, PIID/ORCR  
Mimi Guernica, Chief, PB/PIID/ORCR  
Suzanne Rudzinski, Director, ORCR  
Sandra Connors, Deputy Director, ORCR  
Mark Huff, Director, PMCAO/ORCR